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22 January 1960

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: CODIB Working Group on the Intelligence Subject Code

SUBJECT : Introduction to the Revised Edition of the Intelligence Subject Code

1. The revised edition of the ISC is now in reproduction and distribution is expected in March 1960. Your approval of the "Introduction", a copy of which is attached, is requested before it is forwarded to the printer.
2. Please note particularly the paragraphs concerning the alphabetical index and the revision procedure.
3. The index entries are contained on IBM cards which will be machine listed after final editing on plain sheets of paper for reproduction of printed copy.
4. The Area Classification Code is expected to be ready in time for distribution with the revised edition of the ISC.
5. Revision procedure as outlined presupposes that the CODIB will maintain overall control of any revisions with the Office of Central Reference, CIA, responsible for the actual work involved in the coordination, publication and distribution. In this connection, the Air Force member, Mr. Stein, has suggested that the Intelligence Subject Code and Area Classification Working Groups be merged into one single body and that CODIB be requested to designate this body as a permanent sub-committee on classification.

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6. The requirements for each Agency for copies of the revised editions of the ISC and looseleaf binders have been tentatively established as follows:

	<u>No. of Copies</u>	<u>No. of six ring Looseleaf Binders</u>
Army	300	25
Navy	250	10
Air Force	300	25
State	10	2
USIA	2	2
NSA	10	2
FBI	2	2
AEC	2	2
CIA	50	50
Extra Copies	324	80
TOTAL	1,250	200

7. Your approval of the "Introduction" and the number of copies and binders required by your Agency as well as your comments on the Air Force member's proposal are requested by 29 January 1960.

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Chairman

Attachment:  
As stated above.

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## UNITED STATES INTELLIGENCE BOARD

## COMMITTEE ON DOCUMENTATION

## INTELLIGENCE SUBJECT CODE (ISC)

Introduction

The Intelligence Subject Code (ISC) was initially developed by the Central Intelligence Agency, and adopted in 1948 for use with a punched card system. In 1955 the Hoover Commission Task Force on Intelligence Activities recommended that "all departments within the Defense Establishment and the Department of State adopt a single indexing system based on the Intelligence Subject Code." Soon thereafter the Defense Establishment, the Department of State, and the National Security Agency endorsed the ISC for adoption and use by the intelligence community. The present revision, prepared under the auspices of the United States Intelligence Board's Committee on Documentation, is an attempt to meet the requirements of the intelligence community and to reflect changes considered necessary after ten years of application. Included for use with the ISC is a new Area Classification Code, also the result of this community's cooperative undertaking.

PHILOSOPHY

The ISC is designed to provide subject and area references to the information contained in intelligence reports as required by a general intelligence library reference service. Specialized terminology and technical detail has been kept to a minimum. Cross references, explanatory notes, and definitions are included to aid in the uniform application of the ISC. Although the ISC is an index of medium depth, greater specificity can be obtained by: (a) extending the numbering system beyond the sixth digit; (b) augmenting specific portions of the basic ISC; or (c) by adding key words in clear text.

The ISC must be applied in a specific manner because intelligence reporting and retrieval requests are usually specific in nature. For example, a document dealing with various types of naval vessels should not be indexed under the general heading naval vessels; rather, it should be indexed under the specific type of vessels. General headings should be used only for general reporting. The ISC is a classified index, naval vessels are therefore all listed in the same section; a generic search for everything on naval vessels is thereby easily accomplished.

The ISC is designed for and has been applied to both manual and machine systems.

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### NOTATION SYSTEM (Code)

The six digit numeric notation system is constructed as follows:

- a. The first digit identifies the chapter (1-7);
- b. The second and third digits in combination identify the major subject classes within each chapter (01-99);
- c. The last three digits are allocated to the subject subdivisions within each class.

No notation is assigned to the first level of generality within each chapter, but for outline purposes these broad subjects are alphabetized, e.g., Chapter I, A. General; B. State, etc.

In order to allow room for interpolation of new subjects, gaps have been left throughout the notation scheme. In the last three digit positions, the hierarchical arrangement could not always be maintained because the subject arrangement or density would not permit it, e.g., 113.000 et. seq. Therefore, many of the class subdivisions are numbered consecutively with appropriate gaps rather than hierarchically.

### SUBJECT MODIFIERS

The subject modifiers are a faceting device which can be combined with certain subjects to specify actions or states which affect those subjects. They are comparable to subject subdivisions as applied in some classified indexes or to auxiliary tables and various faceting devices found in other classification schemes. A complete list of subject modifiers and the subjects to which they apply follows this Introduction.

The subject modifiers should always be applied when and where applicable. They are one means of indicating specificity and it is anticipated that the present list will expand after experience has been gained in using this Code. The practice of applying these subject modifiers only to specified subject categories rather than to freeing them for use with any subject within the entire ISC is to prevent possible indexing errors through illogical application. There is no reason, however, why the more general modifiers, e.g. (069) Government Policies, Legislation, Regulations, and Controls, cannot be universally applied if experience warrants.

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The method of modifier input into a system depends on the machine or manual system used. In punch card systems, e.g., IBM, certain columns are allocated or fielded for modifier input. (There are cases where as many as three modifiers can be logically applied to a single subject. See modifier scope note at head of Chapter VI for an example.) In computer systems, tags or role indicators are assigned to identify the modifiers. In manual systems, the modifiers are added to the subject code, e.g., 621.255.049 to show the production of aluminum.

#### ALPHABETICAL INDEX

The subject index in alphabetical order consists primarily of the terminology used in the ISC. With use, additions to the index will undoubtedly include terminology which does not appear in the ISC, i.e., dictionary entries. Multiple index entries rather than cross references have been made in order to facilitate the use of the index. The preparation of the index on IBM cards accounts for the use of single line short entries rather than a classified arrangement which is usually preferred. The shortness of the entries also necessitated the use of some abbreviations and accounts for some lack of uniformity.

#### SUBJECT COVERAGE BY CHAPTERS

##### Chapter I (100.000) - Government, Politics, and International Activities and Institutes

Includes government theory and practice, government organization, domestic politics and political parties; internal security, intelligence and espionage; foreign relations; and international organizations. Subjects of military interest, e.g., security systems, intelligence and espionage, and propaganda have appropriate subject modifiers to distinguish military interests. Military policy which appeared at the end of the World Politics Chapter (100) in the previous edition of the ISC will be found in Chapter VII - Armed Forces.

##### Chapter II (200.000) - Social and Cultural Structure and Institutions

Includes description of the social structure; institutions, e.g., religion and educational population data; public opinion; and health and welfare. Public order and safety and propaganda which appeared in the Social and Cultural Forces Chapter (800) of the previous edition of the ISC will be found in Chapter I.

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Chapter III (300.000) - Science and Technology; Engineering

Includes primarily scientific and engineering organizations, fields of interest, and processes. The products of science and technology which were entered in the Science Chapter (600) of the previous edition of the ISC are now included in Chapter VI of this edition with a research and development subject modifier (080) to specify scientific aspects.

Chapter IV (400.000) - Commerce, Industry, Finance

Includes domestic and foreign trade; non-commodity aspects of industry, e.g., organization activities, labor; domestic economic and financial organizations; and foreign economic relations. This Chapter consists of a revision of the non-commodity sections of Chapter VII of the previous edition, excluding transportation and communication systems.

Chapter V (500.000) - Transportation and Communication Systems

For transportation systems the emphasis is on the civilian aspects. Military transportation interests are found under various subject subdivisions in Chapter VII. The communication systems include both civilian and military systems; therefore subjects of military signal interests, e.g., tactics, organization, installations, are entered here rather than in Chapter VII. Appropriate subject modifiers have been included to specify military interests. Military signal personnel are entered in this Chapter, but both civilian transportation and communication personnel are entered in the labor section, 453.000 et. seq. Provision is made for indexing transportation and communication equipment which is part of a country's system in this Chapter. All other aspects of equipment, e.g., economic and research are entered in Chapter VI, 654.000 et. seq. and 666.000 et. seq.

The ostensible inconsistencies described above are quite necessary. It was initially thought desirable to include all aspects of transportation and communication systems and equipment in one chapter. This did not prove feasible, because, whereas there is a certain parallelism between civilian and military communication systems, there is little similarity between civilian and military transportation systems. Further, it seemed inconsistent to delete transportation and communication equipment from Chapter VI where all other products and weapons are listed. It would also have been inconsistent to place non-military transportation and communication labor in this Chapter and thereby make an exception to the rule that all aspects of labor should be entered in the labor section 453.000 et. seq. These distributions are explained in appropriate scope notes and cross references.

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#### Chapter VI (600.000) - Resources, Commodities, Weapons

Includes all economic, military, and research aspects of natural resources and products produced by man, including military weapons and equipment. The subject modifiers preceding and within this Chapter are the key to specifying the various actions which affect commodities. The single commodity listing in this edition with a greater emphasis on the subject modifier represents a major change in the structure of the ISC.

#### Chapter VII (700.000) - Armed Forces

Includes status, policy, hostilities, organization, strategy and tactics, personnel including training, logistics, and installations. As in the previous chapter, the subject modifiers preceding and within this Chapter are extremely important, since they specify the branch or sub-branch of service involved and specify important aspects, such as order of battle. In the previous edition, the military services were allocated three separate sections and subjects of military interest were dispersed throughout the ISC. The combining of military organization and activities in one section and the establishment of a single list of military weapons and equipment in Chapter VI should simplify use of the ISC by the military services.

#### AREA CLASSIFICATION SCHEME

See the introduction to the Area Code Classification for specific rules of application.

#### REVISION PROCEDURE

The Committee on Documentation, USIB, has designated the Central Intelligence Agency as the control point for proposed revisions to the ISC. Proposed changes, additions or deletions should be forwarded through channels to the headquarters intelligence component of the organization for review and recommended action. The proposed change will then be submitted to the Chief, Document Division, Office of Central Reference, CIA, for disposition after appropriate interagency coordination.

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